MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 19th OCTOBER 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, M Green, C Scrivner, R Wilmshurst, P Wilmshurst, M McGeary, R Hood M Taylor and S Maisey.

Members of Public: – 2

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence
None

02 Declarations of Interest and requests for Dispensations
If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
Cllr McGeary declared an interest in Item 10.5 and requested a dispensation to speak and vote.
Cllr Bayes declared an interest in Item 10.5 but did not wish to speak and vote.

03 Minutes of Previous Meetings

3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 21st of September 2026.
The motion was proposed,
Members **AGREED** the minutes from the Full Council Meeting on the 21st of September 2026

3.2 To **ADOPT** the minutes of the Events Committee Meeting on the 13th of October 2026.
The motion was proposed,
Members **AGREED** to **ADOPT** the minutes of the Events Committee Meeting on the 12th of October 2026.

04 Mayor's Report
Cllr Bayes congratulated the Business Forum on the Fringe Festival and thanked members for their hard work on the clean-up for the Station Yard. Richard Overton has kindly offered to clear the rubbish and help fix the gate.

05 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors' reports and allow Councillors with prejudicial interests to speak.

To receive the Mayor's Report

Note that only items on this Agenda are to be discussed – for any other item/ subject, please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

Cllr Taylor gave his County Report.

The motion was proposed,

Members **AGREED** to resume the meeting

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

6.1 All agreed minutes filed.
6.2 All payments authorised.
6.3 Water testing in progress.
6.4 First Responders informed of the use of the Town Hall.
6.5 Budget Working Group meeting held; waiting on NNDC re tax base to confirm.
6.6 Donation to SABF paid for privacy screen and informed of storage decision.
6.7 Brownies informed of change of use for grant.
6.8 Adopted policies placed on website.
6.9 Police reporting notice given to High Street Shops, in the booklet and on FB.
6.10 Visit Norfolk informed of Council's decision.
6.11 Youth Club lease pending

07 Amenities

7.1 Update on Millside's weekly playground inspections and to consider and agree any actions.

All ok. No action required.

7.2 To consider and agree whether to adopt a proposed bus shelter at the current Millside bus stop.

The motion was proposed,

Members **AGREED** for the Clerk to obtain plans, drawings, and information on how the pavement will be kept accessible and then report back to Council.

7.3 Update on the High Street toilets and to consider and agree any actions.

Cllr Taylor reported they were waiting on NNDC.

7.4 To consider and agree whether to obtain a Fire Risk Assessment for 2026.

The motion was proposed,

Members **AGREED** to wait until the new legislative changes were made before making their decision.

08 Finance & General Purposes Committee

8.1 To consider and agree September's reconciliation of accounts.

The motion was proposed,

Members **AGREED** September's reconciliation of accounts

8.2 To consider and agree October's payments.

The Clerk informed the meeting that the Norfolk Pension Payment would be paid once payroll had run to ensure it was paid on time.

The motion was proposed,

Members **AGREED** October's payments.

8.3 To consider and agree whether to purchase a chain for the Deputy Mayor.
The motion was proposed,
Members **AGREED** for the Clerk to look into costs and report back to Council.

8.4 To consider and agree which Councillors to do Council's internal inspections for 2026-2027.
The motion was proposed,
Members **AGREED** for Cllrs Green and Willoughby to complete Council's internal inspections.

8.5 Update on 6-monthly budget and to consider and agree any actions.
The motion was proposed,
Members **AGREED** with the updated budget.

09 Training

10 Policies, Documents and Communications.

10.1 To consider and agree the Council's STAG Terms of Reference.
The motion was proposed,
Members **AGREED** to the Council's STAG Terms of Reference.

10.2 Update on the Meeting Dates for 2027 and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the updated Meeting Dates for 2027

10.3 Update on ChatGPT and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to continue with ChatGPT and for the Clerk to investigate the cost of paying yearly and for packages for Councillors to use.

10.4 Update on the Town Booklet and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to go ahead with the interactive map for this booklet.

10.5 To consider and agree the way forward for Council's IT issues.
The motion was proposed,
Members **AGREED** to allow Mr McGeary to set up Council's new SharePoint as Anglian Internet had permitted for this, and to ensure an NDA would be signed.

10.6 To consider and agree the Council's Grievance Policy.
The motion was proposed,
Members **AGREED** the Council's Grievance Policy.

10.7 To consider and agree the Council's Disciplinary Policy.
The motion was proposed,
Members **AGREED** the Council's Disciplinary Policy.

10.8 To consider and agree the Council's Pontoon Insurance Renewal.
The motion was proposed,
Members **AGREED the** Council's Pontoon Insurance Renewal.

11 Events

11.1 To consider and agree the Risk Assessment for the Christmas Light Switch-on.
The motion was proposed,
Members **AGREED** the Risk Assessment for the Christmas Light Switch-on.

12 Strategic Plan

None

13 To report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

13.1. Delegation of Powers for:

13.2 Updates and matters for future agendas.

Cllr Bayes requested that Safeguarding Awareness training and Council's Safeguarding Policy be on the next agenda

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council is 16th November 2026.

MEETING CLOSED: 8:05pm

CHAIR:_____ DATE:_____